

REQUEST FOR PROPOSAL (RFP)

RFP #08-01-JW

Issue Date: July 6, 2007

Title: Environmental History Project
Set Aside for Small Business

Commodity Code: 91843 (Environmental Consulting)
95670 (Research Services)
92419 (Educational Research Services)

Issuing Agency: Commonwealth of Virginia
Department of Environmental Quality
P.O. Box 1105
Richmond, VA 23218

Using Agency And/Or Location Where Work Will Be Performed	Department of Environmental Quality Research throughout Virginia
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Initial Period of Contract: From: Date of Award through July 1, 2008, non-renewable.

Unsealed Proposals Will Be Received Until 2:00 p.m. on July 18, 2007, For Furnishing The Services Described Herein.

All Inquiries For Contractual Information Should Be Directed To: Judy Wallace, VCO, Phone: (804) 698-4061, Fax: (804) 698-4178, or E-mail: jbwallace@deq.virginia.gov.

All Inquiries For Technical Questions Should Be Directed to Bill Hayden, Phone: (804) 698-4447, Fax: (804) 698-4346, or E-mail: wphayden@deq.virginia.gov.

IF PROPOSALS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE.

IF PROPOSALS ARE HAND DELIVERED, DELIVER TO: 1st Floor Receptionist Desk, Department of Environmental Quality, 629 East Main Street, Richmond, VA, 23219.

In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation.

Name And Address Of Firm:

_____ Zip Code: _____

FEI/FIN NO. _____

Fax Number: (____) _____

E-mail Address: _____

Date: _____
By: _____
(Signature in Blue Ink)
Name: _____
(Please Print)
Title: _____
Telephone Number: () _____

Note: The Department of Environmental Quality does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

I. PURPOSE:

The Department of Environmental Quality (DEQ) environmental history project will help fulfill one of the agency's key strategic goals: fostering an informed and engaged community. The project will produce information in printed ~~and video~~ form and on the agency website that outlines the history of environmental protection in Virginia, since the formation of the State Water Control Board in 1946. The intent of this project is to examine how laws, practices, perceptions and other appropriate factors have changed during the last 60 years, leading to the important environmental benefits Virginians enjoy today. This project will explore the evolution of Virginia's environmental history, highlighting noteworthy accomplishments and suggesting what the future may hold.

II. BACKGROUND:

The Department of Environmental Quality is Virginia's primary environmental regulatory agency. DEQ is responsible for protecting the environment through the enforcement and implementation of state and federal laws and regulations that oversee air quality, water quality, waste management and other environmental concerns. DEQ's predecessor agencies had similar responsibilities, each focusing on a specific area of environmental management and resource protection.

When the State Water Control Board was formed in 1946, Virginia began enforcing regulations to improve water quality. Later, the Department of Air Pollution Control, the Department of Waste Management and the Council on the Environment were formed to provide additional environmental protections. By the time DEQ began operations in 1993, Virginia had made significant progress in reducing or eliminating pollution in the water, the air and on the land. DEQ, which brought all these major regulatory and policy efforts under one roof, has made even more progress.

Environmental improvement does not occur quickly, and it usually focuses on complex technical and scientific activities. Therefore, the depth of environmental progress in Virginia has not been easily communicated in the past. This project will help make this story more clear to Virginians, and it will help promote a greater awareness of the role individuals and organizations can play in ongoing environmental protection efforts.

III. STATEMENT OF NEED:

The final product will be a printed booklet, with identical information available for use by DEQ staff to place on the agency website. DEQ staff will manage the project and approve all project activities.

1. Research and writing – Interview a pre-selected group of people (between 25 and 30) on their involvement and recollections about environmental protection in Virginia. Interviews will be the basis for much of the text of the project. Research pertinent environmental data from DEQ, EPA and other sources as appropriate. DEQ staff will provide specific subject areas to be covered in the research and writing. Write text based on interviews and research. Weekly progress reports. *[NOTE: DEQ staff may conduct some of these interviews, depending on schedules and availability of staff and interview subjects.]*

2. Design – Design the history project in booklet form, using approved text, photos, charts, etc. Appropriate environmental data and/or technical information may be used to illustrate trends or demonstrate status of environmental indicators such as air quality, water quality, etc. Weekly progress reports.

3. Printed booklet – A minimum of 3,000 copies will be needed. (Booklet sizes commonly used are 8 ½” x 11”, 6” x 9” or 5 ½” x 8 ½”. Other booklet sizes may be proposed.)
4. Electronic files – Appropriately formatted electronic files of all contents of the booklet and recordings of selected interviews for use by DEQ staff to place on the agency website.

IV. EVALUATION FACTORS AND WEIGHTS:

Proposals will be evaluated by DEQ using the following criteria:

	<u>Point Value</u>
1. Experience and qualifications of personnel assigned to perform the services	30
2. Price	25
3. Specific plans or methodology to be used to perform the services	25
4. References from other clients documenting the experience of primary contact.	20
Total	100

V. REPORTING AND DELIVERY REQUIREMENTS

Weekly reports to the DEQ project manager will be made on the status of research, interviews, writing and design. If feasible, the project may be divided into four parts for separate delivery to DEQ:

1. Research and writing
2. Design
3. Printing
4. Electronic Files

VI. PRE-PROPOSAL CONFERENCE

No pre-proposal conference will be held. Questions on contractual issues should be directed to Judy Wallace, VCO, Phone: (804) 698-4061, Fax: (804) 698-4178, or E-mail: jbwallace@deq.virginia.gov. Technical questions should be directed to Bill Hayden, Phone: (804) 698-4447, Fax: (804) 698-4346, or E-mail: wphayden@deq.virginia.gov.

VII. GENERAL TERMS AND CONDITIONS:

The Commonwealth of Virginia General Terms and Conditions, and any changes or revisions thereto, are hereby incorporated into this solicitation and the resulting contract in their entirety. The General Terms and Conditions are defined in the Agency Procurement and Surplus Property Manual (APSPM) accessible online at www.eva.state.va.us or by contacting the Contract Officer listed on the cover page of this solicitation.

VIII. SPECIAL TERMS AND CONDITIONS:

1. **AUDIT:** The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia,

whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.

2. **AWARD:** Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Code of Virginia*, § 2.2-4359D). Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.
3. **CANCELLATION OF CONTRACT:** The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
4. **OWNERSHIP OF PRINTING MATERIALS:** All artwork, camera-ready copy, negative, dies, photos, and similar materials used to produce a printing job shall become the property of the Commonwealth. Any furnished materials shall remain the property of the Commonwealth. All such items and materials shall be delivered to the ordering agency in usable condition after completion of the work, and prior to submission of the invoice for payment.
5. **OVERRUNS/UNDERRUNS:** Bids for printing will be rejected if the quoted overrun cost equals or exceeds the base lot price quoted for the equivalent incremental unit quantity. On bids for multiple part forms, envelopes, and signage, the additional overrun quoted shall not exceed the base lot price quoted for the equivalent incremental quantity. The agency may at its discretion accept an underrun, provided credit is allowed the agency at the full base price per unit for the quantity of the underrun.
6. **QUALITY COLOR PRINTING:** Contractor shall analyze each four-color subject and make separations individually. Contractor shall allow for color correction, dot etching, etc., in order to achieve top-quality production from each separation made.
7. **PRINTING DEFINITION - CLASS 2 - EXCELLENT QUALITY PRINTING:** This class shall be used when good clean, crisp reproduction is required. One color or multiple color jobs may be classified as "Class 1." Four-color process subjects shall have pleasing color matches with good skin tones; some color correction may be necessary. PMS color matches may be required. Very fine lines and drawings may be required. Normally half-tones or screen tints will require 133, 150, or 200 line screens. There is to be large reverse areas, and/or large solid areas where good even ink coverage is necessary. Because of the overall design, very accurate registration is

required. Camera-ready copy is generally furnished. Metallic inks may be used. Finishing and bindery operations shall be of the same excellent quality.

8. **USE OF RECYCLED MATERIALS:** Notwithstanding the prohibition against used, damaged or obsolete items, vendors are encouraged to use secondary or recycled materials in the manufacture of products to the maximum extent practicable without jeopardizing the performance or intended end use of the product unless such use is precluded due to health and welfare or safety requirements or product specifications contained herein. Please provide the following information in this regard:

a. Do any of the goods offered contain recycled materials? ____ Yes ____ No.

b. If so, please qualify the recycled material content. _____.

10. **eVA Business-To-Government Contracts and Orders:** The solicitation/contract will result in one (1) purchase order with the eVA transaction fee specified below assessed for each order.

The eVA transaction fee will be assessed approximately 30 days after each purchase order is issued. Any adjustments (increases/decreases) will be handled through eVA change orders.

Internet electronic procurement solution, website portal www.eva.state.va.us, streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution.

IV. METHOD OF PAYMENT:

Payment shall be made after the agency deems EACH project activity has been successfully completed and an invoice for that activity has been submitted. Each invoice shall identify clearly the specific project activity completed during that billing period. Send all invoices to:

Department of Environmental Quality
Attn: Accounts Payable
P.O. Box 1105
Richmond, Virginia 23218

Payment shall be made upon receipt of an accurate and complete invoice as approved by the DEQ Project Manager, Bill Hayden.

X. PRICING SCHEDULE:

Offeror is to submit the cost of each task as listed in Section III; Statement of Needs on this form. If so desired, the contractor may submit costs only for those tasks interested in performing.

1) Research and Writing		Lump Sum	\$ _____
2) Design		Lump Sum	\$ _____
3) Printing (Based on 3,000 Copies)	Identify Size:	Lump Sum	\$ _____
4) Electronic Files / Audio Recordings		Lump Sum	\$ _____
GRAND TOTAL:			\$
<u>Overruns / Underruns in Printing</u>		Unit Pricing	\$ _____